

ADMINISTRATIVE PROCEDURES

SUBJECT: Infection Control: Routine Practices / Universal Precautions

The Lambton Kent District School Board strives to ensure a safe and healthy work environment for all staff. The purpose of this procedure is to provide a procedure for staff to follow to prevent possible transmission of potentially infectious agents when handling blood, body fluids and human waste.

Responsibilities:

The Lambton Kent District School Board is responsible to ensure a procedure is in place in each school / work site to respond to incidents involving blood, body fluids, and human waste and that staff are adequately trained in the procedures.

In addition, the Lambton Kent District School Board shall ensure all equipment materials and devices are provided and take every precaution reasonable in the circumstances to protect workers and students.

School Principals and Supervisors will ensure that the Universal Precautions Program is implemented and used by all their workers. Principals / Supervisors are responsible to take every precaution reasonable under the circumstances to protect workers and students.

All workers are required to comply with the Occupational Health and Safety Act and the Lambton-Kent District School Board's policy and procedures. Workers are required to report any deficiencies in equipment or procedures to their School Principal / Supervisor.

Routine Practices/Universal Precaution Procedures:

1. Each staff member required to handle blood, body fluids and human waste should know, understand and follow the principles of Routine Practices/Universal Precautions which include;
 - 1) Education
 - 2) Hand Washing
 - 3) Personal Protective Equipment
 - 4) Cleaning and Disinfecting of Contaminated Surfaces
 - 5) Safe handling / Disposal of Contaminated Materials

Education

- 1) The School Principal will identify all program areas where there may be risk of exposure to bodily fluids and contaminants. Building Service Supervisors will assist in this risk assessment. All staff members who become aware of potential contamination will notify the School Principal and their Supervisor.
- 2) School Principals will ensure that all staff in their building are aware of these procedures and are aware of the risks.
- 3) Building Services Supervisors are responsible for ensuring that the specific procedures for routine building disinfection and cleaning (washrooms, showers, change rooms, etc.) as outlined in the Custodial Manual are followed and that their staff members are trained in these procedures.
- 4) Maintenance Supervisors should ensure that their staff are familiar with these procedures and take precautions as necessary.

Hand Washing:

- 1) All staff should wash their hands thoroughly before and after exposure to blood, bodily fluids and human wastes and following the removal of protective gloves. Hand washing is your best defense against any infection.

Protective Equipment

- 1) All staff will wear personal protective equipment whenever there is the potential for exposure to blood, bodily fluids and human waste. Personal Protective equipment can include disposable gloves, face shields and eye protection. Staff should be trained on the appropriate personal protective equipment required for the task being performed. Principals / Supervisors are responsible for providing the proper personal protective equipment to their staff.

Cleaning and disinfecting of Containment areas

- 1) When cleaning & disinfecting contaminated areas, staff will wear disposable gloves and any other required protective equipment and use disposable paper towels or other means of cleaning that will ensure protection against direct contact with blood or body fluid.

- 2) Staff will decontaminate the area with a Board approved disinfectant.
- 3) All equipment that can not be disposed should be thoroughly washed and disinfected.
- 4) Staff shall remove all personal protective equipment in the following order:
 - i) Remove gloves
 - ii) Wash hands with soap and water
 - iii) Remove any additional protective equipment,
 - iv) Wash hands with soap and water

Safe handling / Disposal of Contaminated Materials

- 1) The staff member responsible shall dispose of all waste materials into a plastic garbage bag. The top of this bag shall be tied and placed inside a second bag and tied. The material will then be removed from facility to the outdoor garbage receptacle. Material from a minor injury which requires just a small bandage or less can be placed into a normal garbage container and disposed of following normal garbage practices.

Implementation Date: November 6, 2012

Reference: Emergency Preparedness Policy and Regulation
Occupational Health and Safety Act